



Chinquapin Park Recreation Center
3210 King Street
Alexandria, Va 22302
703-519-2160 Fax:703-519-2164

Refund/ Credit/ Transfer Request Form

Refunds/Credits/Transfer Policy: Full refund/credit is automatically processed when a program is canceled or full. If the participant cancels the class/activity, the participant must submit a Refund/Credit/Transfer Request Form to the Chinquapin Park Recreation Center one week prior to the start of a program. Requests received after this time are assessed a \$10 (\$25 Camps) service charge, plus a pro-rated fee for each session held before receipt of the Refund/Credit/Transfer request. All Refund/Credit requests must be received within 30 days (2 days Camps) after the start of the program session. Transfer request must be submitted prior to the second class/activity session. Aquatic class passes must accompany all requests. Nonresident fee is non-refundable except when class/activity is cancelled by the Recreation Department.

***Please allow 4-6 weeks for processing REFUNDS. ***

☐ REFUND

☐ CREDIT

☐ TRANSFER

Name of Participant _____

Address _____
Street City State Zip

Home Phone _____ Work Phone _____

REASON FOR REFUND/CREDIT REQUEST:

Activity # _____ Activity Name _____ Class/Activity Dates _____

☐ Account Credit (includes class full & overpayment)

☐ Relocation out of Metro Area
Please mail check to my new address:

☐ Family Emergency (please specify)

☐ Other _____

☐ Medical (includes injury & illness
Documentation is required)

TRANSFER FROM

Activity # _____ Activity Name _____ Class/Activity Dates _____

TRANSFER TO

Activity # _____ Activity Name _____ Class/Activity Dates _____

DATE ____ / ____ / ____ SIGNATURE (Required) _____

RETURN TO: Chinquapin Park Recreation Center
3210 King Street
Alexandria, VA 22302

Fax: 703-519-2164
OR

FOR OFFICE USE ONLY: Date Approved _____ Date Disapproved _____

COMMENTS: _____

☐ REFUND ☐ CREDIT ☐ TRANSFER Amount _____ Staff Initials _____